

# UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF COLUMBIA

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## ELECTRONIC CASE FILING (ECF) SYSTEM ATTORNEY/PARTICIPANT REGISTRATION FORM

This form shall be used to register for an account on the U.S. Bankruptcy Court's Electronic Case Filing (ECF) System (hereafter "ECF"). Registered users will have privileges both to submit documents electronically, and to view and retrieve docket sheets and documents for all cases in the District of Columbia ECF system. (NOTE: a PACER account is necessary to view and retrieve docket sheets and documents. You may register for a PACER account either online at <http://pacer.psc.uscourts.gov/> or by calling 1-800-676-6856.)

The following information is required for ECF registration:

First/Middle/Last Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Attorney Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

U. S. District Court for the District of Columbia Bar ID#: \_\_\_\_\_

Currently E-File in the Following Jurisdictions: \_\_\_\_\_

Name of Staff Member(s) Who Will be Authorized to E-File on Behalf of Attorney

\_\_\_\_\_

Attorney Contact Person(s) and Phone Number(s) to be used when Clerk's Office Has Questions re:  
E-Filed Pleadings:

\_\_\_\_\_

By submitting this registration form the applicant agrees to adhere to the following rules:

1. This access is for use only in ECF cases filed in the U.S. Bankruptcy Court for the District of Columbia. It may be used to file and view electronic documents, docket sheets, and reports. NOTE: a PACER account is necessary for this access (see above for registration information).

2. Pursuant to Federal Rules of Civil Procedure 11, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's /participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's /participant's signature. Therefore, an attorney /participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the Court. This would include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from ECF and issue a new password.
3. An attorney's /participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's /participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile, or authorized e-mail.
4. Attorneys must be active members of the bar of the U. S. District Court for the District of Columbia to file pleadings electronically in the U. S. Bankruptcy Court for the District of Columbia.
5. Attorneys/participants are required to pay ALL filing fees via an Internet credit card at the time of filing. If you have any questions regarding the payment of a fee, you **MUST** contact the Court's Finance Department at 202-354-3103 or the CM/ECF Help Desk at 202-354-3281 **BEFORE** filing the pleading.
6. By affixing his/her electronic signature to a document and e-filing that document with the Court, the attorney/participant certifies that he/she has the original, signed document on file in his/her office. Attorneys/participants are required to retain the original signed document of all e-filed pleadings for a period of five years.

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Applicant Signature

Date

**Please return this form to:**

CM/ECF Help Desk; U.S. Bankruptcy Court for the District of Columbia;  
Room 1225; 333 Constitution Avenue, NW; Washington, DC 20001

**or FAX to:** 202-354-3128

**Our CM/ECF Help Desk staff are available at 202-354-3281 to answer questions.**